

Friends of Wool Library - Annual Report of the Trustees 2020/21

Overview

The Friends of Wool Library (FoWL) has continued the management and running of Wool Community Library and successfully completed the eighth year of operation on 15th January 2021. FoWL is a registered charity whose aims are:

- (1) To advance the education of the general public in Wool and the surrounding area, in particular but not exclusively by the provision of a lending library;
- (2) To further or benefit the residents of Wool and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

The charity was registered in 2017. The library serves residents of Wool and the surrounding area including East Stoke, Lulworth, Winfrith Newburgh and Bovington.

Operation

This has been a strange 6 months since our last report. We were able to reopen the library on 15th October 2020 on a one in, one out basis. Many of our customers continued to use the order and collect service, but those that did venture into the library were pleased to have access and be able to choose books. Since the beginning of October the shifts have included one volunteer alongside a Duty Coordinator, and we were very glad to welcome back so many of our excellent volunteers again.

However, from January 4th, following government guidelines, we closed the library to browsing access and returned to our order and collect service only. It is anticipated that the library may be able to reopen to customers on April 13th, but this is subject to government approval.

We hope that once the library is open again we will be able to welcome back many of our regular customers and to be able to provide a full service to the community, (although access to the public network computers remains difficult because of the size of the library). There is

no doubt that fewer people have used the library during lockdown, but those that have, have appreciated it enormously.

It should be noted that our opening hours have reduced slightly during this period, as we are now only open from 3pm to 5pm on Tuesday afternoons. Opening hours on Thursday and Saturday remain the same at 10am to noon.

As noted in the Treasurer's report, our income has been less than our outgoings. This is due to the pandemic and our inability to hold fundraising events. The main aim of the Trustees in this period has been to keep the library as open as possible, and this has necessitated the purchase of several items to facilitate the safe operation of the service.

Trustees

Trustees currently are:

Sue Kerr, Jane Pearson, Annette Dyke, Claire Kingman, Andrew Kerr, Judith Beeby. Sue Kerr is currently Chair of Trustees, Jane Pearson is Secretary and Annette Dyke is Treasurer. Under our constitution, one third of Trustees (i.e. 2 members of the committee) must stand down each year, these being the longest serving Trustees. Sue Kerr and Jane Pearson are therefore seeking re-election this year. All other Trustees remain.

The Trustees have met twice since the last AGM in September, once in person and once via Zoom. Several meetings convened by Dorset Libraries online have been attended by Sue Kerr.

Policies

The Trustees update and approve the following policies annually, both of which must be adopted by volunteers on duty:

Health and Safety including Fire Safety

Safeguarding

Copies of these policies are available to view at the library.

A rigorous cleaning and sanitising regime has been followed during the pandemic and risk assessments have been completed by the Trustees and approved by Dorset Libraries.

The charity follows all data protection legislation regarding the names of Friends of Wool Library. Data protection regarding the data of library members is the responsibility of Dorset Council, but volunteers follow any guidelines required by the Council, including the use of protected passwords for library systems.

Impacts and benefits

It has not been possible to undertake much of the usual work to support literacy as we have not been able to open the library to groups of children. However, the Home Library Service has been able to continue with the guidance of the Royal Voluntary Service and the support of Wareham library.

We have been able to continue to supply the various Reading Groups with their choice of book, and, in addition to fulfilling library loans from our own catalogue and the LibrariesWest consortium, on several occasions we have been able to provide a personal service by phone or email. Our website and Facebook page have been updated regularly to keep customers informed.

We were pleased to be able to assist the Parish Council in providing hard copies of the Dorset Plan and the accompanying questionnaire for members of the community to borrow.

Future aims

Conversations with the Parish Council regarding a possible extension to the library are ongoing. This would give additional space for the children's section and allow more children to attend our Summer Reading Challenge sessions when we are able to resume those.

Sue Kerr

March 2021

FRIENDS OF WOOL LIBRARY - CHARITY NO. 1173556

Income and Expenditure Account for the year ending 28th February 2021

2019-20		INCOME GROSS		2020-21	
£				£	£
565.00	MEMBERSHIP FEES				410.00
115.00	DONATIONS				146.05
145.19	1/2 fines return from DCC				128.78
12.89	Credit from Amazon Smile				17.45
86.71	HMRC Gift Aid Reimbursement				76.48
	FUND RAISING:				
33.00		AGM RAFFLE	0.00		
409.00		QUIZ EVENING & RAFFLE	0.00		
79.17		CARNIVAL	0.00		
82.02		DONATED BOOK SALES	20.64		
140.00		BUSINESS CARDS DISPLAY	0.00		
		MISC - Receipt of Mobile cash	10.00		
743.19		SUB TOTAL	30.64	30.64	
1667.98	TOTAL INCOME				809.40
	EXPENDITURE GROSS				
62.50	Hire of Hall		0.00		
299.00	Insurance		299.37		
9.06	Asset purchase - Office Clock		0.00		
	Asset purchase - 2 Electric Heaters		114.98		
	Contribution to Library Ceiling Insulation		200.00		
	New WCL Website		230.00		
	Asset purchase - quarantine boxes		32.00		
	Acrylic Safety Screen for Desk		234.00		
25.00	Donation in Memory of Tom		0.00		
27.95	Library Plaque for Tom		0.00		
423.51		SUB TOTAL	1110.35	1110.35	
	EXPENSE CLAIMS -				
145.30		(a) LIBRARY - Office expenses			155.57
		(b) EVENTS:			
76.51		quiz food	0.00		
30.00		quiz (prize & printing)	0.00		
128.00		misc leaving gift and flowers	0.00		
234.51		SUB TOTAL	0.00	0.00	
803.32					
803.32	TOTAL EXPENDITURE				1265.92
864.66	BALANCE FOR YEAR				-456.52
7034.79	NET FUNDS AS AT 29 February 2020		7034.79		
	NEGATIVE BALANCE FOR YEAR		-456.52		
	TOTAL AT 28 FEB 2021		6578.27		
	CASH IN BANK		6573.52		
	CASH IN HAND		4.75		
			0.00	6578.27	
	Annette Dyke				
	Treasurer				

I have examined the book and records of Friends of Wool Library and am satisfied that the above account are a true record for the year ending 28 February 2021

Christine Corteen

C. Corteen

10.3.21